

School of Nursing Student E-mail Listservs

All students enrolled in School of Nursing degree programs are required to subscribe to an electronic mailing list on Mailman, the Web-based e-mail list manager used at the University of Washington. These lists are a highly efficient way to disseminate information. **You must use your UW e-mail address/UW NetID and full name to subscribe.** If you do not, your subscription and messages will be rejected. Failure to subscribe will cause you to miss crucial information about deadlines, registration, new courses, graduation, etc.

If you have not already established your UW NetID, go to <http://www.washington.edu/computing/> before continuing.

To subscribe to your degree program's listserv with your UW e-mail address/UW NetID:

1. Go to <http://www.washington.edu/computing/mailman/subscribers/>. In the search box, type the appropriate name below that corresponds to your degree program and level:
 - a. 1st year BSN: bsn1yr
 - b. 2nd year BSN: bsn2yr
 - c. GEPN: gepn6
 - d. MN/MS: nursgrad
 - e. DNP: nsdnp
 - f. PhD: nsdocs
2. Follow the directions in the "Subscribing" section:
 - a) type in your e-mail address and your name (though it says 'optional' by 'Your Name', both your first and last name are required)
 - b) click on the "Subscribe" button.

When you fill out the form, you will be given the option of receiving mail from the list in digest format. Select **No**. The digest format will result in you receiving a single message from the list each day with all of the messages bunched together rather than receiving them individually. You can later decide to change your digest option if you wish.

3. An e-mail message to your UW e-mail address will ask you to confirm your subscription request. This helps prevent other people from adding you to a list without your permission. When you receive the confirmation request, simply reply to the message. You do not have to add any additional text and you should not modify the subject line.
4. After successfully subscribing to the list, you will be sent a welcome message. The message includes the URL that will direct you to the list's information page and a URL that will direct you to your personal settings page. You should keep the welcome message for future referral. **You will need the information contained in it if you ever want to modify your personal settings on the list or unsubscribe.**

5. Once subscribed, you can receive messages posted to the list, post messages for distribution to the list, and easily modify your list subscription and preferences. When a message is to be distributed to the subscribers of your listserv, it must be addressed to the list's address (e.g. bsn1yr@u.washington.edu, nsdocs@u.washington.edu, etc.).
6. To get a password reminder or change your subscription options, including unsubscribing upon graduating from your degree program, enter your subscription e-mail address in the "Subscribers" section at the appropriate URL below:
 - a. <http://mailman.u.washington.edu/mailman/listinfo/bsn1yr>
 - b. <http://mailman.u.washington.edu/mailman/listinfo/bsn2yr>
 - c. <http://mailman.u.washington.edu/mailman/listinfo/gepn>
 - d. <http://mailman.u.washington.edu/mailman/listinfo/nursgrad>
 - e. <http://mailman.u.washington.edu/mailman/listinfo/nsdnp>
 - f. <http://mailman.u.washington.edu/mailman/listinfo/nsdocs>
7. If you would like to see messages posted to the list that you may have missed, you must access the list archives. To do so, go first to the main page of your listserv (see #6 above) and log in with your UW NetID. On the main page under the "About" section should be the listserv's archives, categorized by month.

Questions?

If you have questions or problems with your listserv, contact:

- **BSN:** Dagmar Schmidt, dagmar@u.washington.edu or 206-221-2461
- **GEPN:** Dora Wang, kotori@u.washington.edu or 206-543-9146
- **MN/MS, DNP or PhD:** Julie Katz, katzj@u.washington.edu or 206-543-8736